

**CITY OF EL PASO, TEXAS**  
**DEPARTMENT HEAD'S SUMMARY REQUEST FOR COUNCIL ACTION (RCA)**

**DEPARTMENT:**      **Comptrollers**

**AGENDA DATE:**    **04/12/05**

**CONTACT PERSON/PHONE:**      **Comptroller, Carmen Arrieta-Candelaria, (915) 541-4011**

**DISTRICT(S) AFFECTED:** **N/A**

**SUBJECT:**

**APPROVE:**    Staffing Table

**BACKGROUND / DISCUSSION:**

I am requesting that the Accountant I position be reclassified as an Accountant II. Currently the Accountant I job classification does not fully define the requirements needed. The Accountant II job description is broad enough to incorporate the duties the department is requesting.

**PRIOR COUNCIL ACTION:**

N/A

**AMOUNT AND SOURCE OF FUNDING:**

Already budgeted for FY/05.  
Fund Source: 05010017-01101-05000

**BOARD / COMMISSION ACTION:**

Enter appropriate comments or N/A

\*\*\*\*\***REQUIRED AUTHORIZATION**\*\*\*\*\*

**LEGAL:** (if required) LM

**FINANCE:** (if required) \_\_\_\_\_

**OTHER:**

\_\_\_\_\_  
(Example: if RCA is initiated by Purchasing, client department should sign also)

*Information copy to appropriate Deputy City Manager*

**APPROVED FOR AGENDA:**

**CITY MANAGER:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

DATE: 3/10/05

CITY OF EL PASO  
STAFFING TABLE CHANGE REQUEST

Date sent to City Council: 4/12/05

INITIALS 2005-74

Date sent to Human Resources:

DEPARTMENT NAME:  COMPTROLLER	(1) HR DEPARTMENT ID	(2) ATTACHED DOCUMENTATION <input type="checkbox"/> Description of Duties <input type="checkbox"/> Organization Chart	REQUESTED EFFECTIVE DATE:
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A=add

\*R/T/C = Regular, Temporary, Contract

D=delete

\*L/U = Classified, Unclassified

A/D	# OF POS	Max Head Count	Business Unit	ACCOUNT DESCRIPTION and ACCOUNT CODE Fin. Dept. ID-Fund-Fin. Loc. Proj. or Gmt. (00000000-00000-00000PorG0000)	Position Number(s)	JOB CODE	JOB CLASS TITLE	PLAN GRADE	R/T/C	L/U
A	1		COFEP	05010017-01101-05000		5218	Accountant II	PM 75	R	L
D	1		COFEP	05010017-01101-05000		5217	Accountant I	PM 72	R	L
			COFEP					-----		
			COFEP					-----		
			COFEP					-----		
			COFEP					-----		
			COFEP					-----		
			COFEP					-----		

(8) Purpose: ☐ Streamline ☐ Expanded Program ☐ New Program ☐ New Facility ☒ Other (Explain)

(9) STATEMENT OF NEED / CONSEQUENCES OF NOT APPROVING ACTION(S): The Accountant II job description is broad enough to incorporate the duties that I am requesting that an Accountant II perform in that particular position. The Accountant II would plan, organize, coordinate and review general accounting activities including general ledger, payroll, cash management investments, accounts payable and accounts receivable.

## ANTICIPATED IMPACT ON:

(10) DEPARTMENT ORGANIZATION/OPERATIONS	(11) DEPARTMENT BUDGET
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(12) DEPARTMENT HEAD SIGNATURE:	DATE:	BUDGET CHANGE <input type="checkbox"/> Required <input type="checkbox"/> Attached	AMOUNT ADDITIONAL FUNDS
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## HUMAN RESOURCES DEPARTMENT RECOMMENDATION

<input checked="" type="checkbox"/> Requested CC and CG is Appropriate <input type="checkbox"/> Change Class To <input type="checkbox"/> Change Grade To	COMMENTS	HUMAN RESOURCES DIRECTOR	DATE
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## O.M.B RECOMMENDATION / CITY MANAGER APPROVAL

COMMENTS:
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RECOMMENDATION <input type="checkbox"/> Position(s) Recommended <input type="checkbox"/> Position(s) Not Recommended	CHIEF FINANCIAL OFFICER	CITY MANAGER
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APPROVED: \_\_\_\_\_  
DATE